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21 November 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

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SUBJECT: OIS Weekly Report (14 - 20 November 1984)

A. PROGRESS ON ACTION ITEMS

1. TS COLLATERAL DOCUMENTS. Progress on locating unaccounted for Top Secret (TS) collateral documents continues at a measured pace. The Office of SIGINT Operations provided a monthly update indicating that three additional unaccounted for TS documents were located during its continuing review. In addition, another unaccounted for document entry in TSCADS was resolved during verification of previously issued reclassification bulletins.

Progress also continued in our efforts to provide annuitant support to Agency components to assist in locating unaccounted for documents. One annuitant has completed the review of Office of Current Production and Analytical Support (CPAS) office files, and will continue this search for documents presently charged to CPAS at the Agency Archives and Records Center. Our second part-time annuitant will begin reviewing OIS Information and Privacy Division (IPD) files later this month.

2. REVIEW OF OSS RECORDS. The Classification and Review Division (CRD) completed review of the 16 archives boxes at the Washington National Records Center (WNRC) in which NARS personnel had found one

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document that had been inadvertently declassified by a CIA reviewer in 1976. (Please refer to OIS Weekly dated 14 November for background.) CRD reviewers found four additional documents that would have been withheld had the records been reviewed under current reviewing policy. These documents have been sent to the Directorate of Operations Information Review Officer for comment as to whether or not the documents should be subject to reclassification action.

B. SIGNIFICANT EVENTS AND ACTIVITIES

1. MEETING OF FOIA INTERDIRECTORATE GROUP. As instructed by the DD/A, D/OIS established and then convened a meeting of the FOIA Interdirectorate Group. Representatives of the four directorates, the E Service, the Agency Historian, and designated OIS personnel were present. Two principal topics were discussed: (a) the new Historical Review Program and (b) FOIA activity relative to implementation of the newly enacted CIA Information Act. On item (a), we discussed the background of the new program, how it might be handled, and resource implications. Ten new positions have been authorized, two for the History Staff and eight for OIS. The representative from the DI noted for the record that the new program could create a new workload for the DI. He was assured that if workload increases beyond the ability of the current DI staff to handle, the matter of resources would again be addressed.

On the matter of FOIA activity, there has not been a surge of new requests yet but the group continues to believe that there will be such a surge. The two areas likely to suffer from such increased activity would be the DI and the Executive Registry. The group also discussed current efforts to improve FOIA response time and to reduce the backlog of cases in process. All participants at the meeting understood that, at the Agency level, resources committed to FOIA must remain at current levels for two years, but that there could be a reallocation of resources from areas experiencing a cut back in activity.

All attendees concurred in D/OIS' recommendation that the Group remain as an entity, to meet at least quarterly. (COMMENT: D/OIS will report more details of the meeting directly to the DDA.)

2. NARS LIAISON. A representative of the Information Resources Management Division (IRMD) prepared a memorandum for D/OIS signature to the Director, Records Declassification Division, National Archives and Records Service (NARS) concerning a recent request for OSS records made directly to the Freedom, Privacy and Litigation Group, DO/IMS. The memorandum requested NARS' cooperation in directing all future requests concerning Agency records holdings to Chief, Information Resources

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Management Division, in order to avoid any confusion or misunderstanding and to eliminate redundant handling of records. C/IMS is in agreement with this approach.

3. MOVABLE SHELVING. The U.S. Army Corps of Engineers' project manager for the installation of motorized shelving in the Agency Archives and Records Center provided a memorandum of his site visit to the Center in October 1984. (See OIS weekly dated 1 November 1984.) The memorandum included the following schedule:

- Nov 84 - Start Design
- Jan 85 - Submit Concept Design
- Feb 85 - Start Final Design
- Apr 85 - Submit Final Design
- May 85 - Approve Final Design
- May 85 - Advertise
- Jun 85 - Open Bids
- Jul 85 - Award Contract
- Dec 85 - Complete Construction

The memorandum indicated that the design phase will include analysis of requirements to replace existing lighting and to upgrade power that may be needed due to the additional lighting and shelf drive motors. In addition, alternatives such as lightweight concrete or wooden base construction will be analyzed to see if they can be used rather than the type of concrete leveling slab currently installed. A structural analysis of the first floor area also will be performed to verify that the added weight and vibrations of the motorized shelving can be accommodated.

4. MEETING ON DISTRIBUTION OF AGENCY ISSUANCES. Chief, Regulatory Policy Division (RPD) held a meeting on 20 November for Distribution Officers from Ames, Key, Chamber of Commerce, and [ ] as well as representatives from DO/IMS. The meeting was to reinforce the necessity for them not only to distribute issuances to components, but to ensure issuances reach those for whom they are intended. C/RPD emphasized that Agency issuances are a vehicle through which our employees are made aware of policy, law, and Executive Orders. A similar meeting is scheduled for distribution officers at Headquarters.

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C. SCHEDULED ACTIVITIES

IRMD has scheduled a briefing by the Office of Security for the Director, Information Security Oversight Office (ISOO) on 12 December. He will be briefed on the unauthorized disclosures that the Agency reported to the Department of Justice for investigation during the period 1 April through 30 September 1984.

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Attachment  
As Stated

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